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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training

DATE: 10 June 1959

25X1 FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 23
3 June - 9 June 1959

I. SIGNIFICANT ITEM:

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[] limited his interest in DD/P training efforts to full-time trainees during the present fiscal year. We prepared and have furnished him the requested information on all Operations courses and on language trainees (internal and external).

The language training story is of particular interest and, I believe, puts DD/P efforts in a less unfavorable light than many presume. Several years ago, the typical situation from all Agency sources would be about 6 - 8 in training overseas, a similar number internally, and about 8 - 12 at FSI, Georgetown or elsewhere in the U. S.

Here is the situation in FY 59:

DD/P LANGUAGE TRAINEES (FULL TIME)

| | <u>GROUP I LANGUAGES</u> | <u>GROUP II LANGUAGES</u> | <u>GROUP III LANGUAGES</u> |
|--------------------|------------------------------|-------------------------------|--------------------------------|
| IAS | 46 | 5 | 5 |
| FSI | 9 | 11 | 1 |
| Elsewhere in U. S. | 3 | 3 | 3 |
| Overseas | <u>3</u> | <u>0</u> | <u>7</u> |
| | 61 | 19 | 16 |

E.F.

Of the 96 DD/P personnel who took full-time language training in this FY, the number studying at the intermediate level is as great as the total entrants in a typical year formerly!

25 YEAR RE-REVIEW

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II. OTHER ITEMS:

1. One of the best employee-on-detail arrangements effected within OTR has been that which brought [] to the OTR Personnel Office. I've heard many favorable comments from clerical employees about the genuine interest and all-around warmth she has shown on her temporary job. She also proved to me in a practical case involving one of my employees that she gets things done quickly to correct an administrative error where others would have been content to settle for complacent inaction.

2. Requests for external training in the past week have been received from these varied sources:

From DD/P: TSS, SR, EE, FE, NE

From DD/I: PIC, OSI, ORR, FDD, FBID, ONE

From DD/S: OTR, OL, MGMT, Compt., OP, Commo, OS

Training sought has been varied, too. Besides those normally expected, we've recently placed people in such activities as []

[] and (2) we received another request for Reading Improvement. This latter was arranged again at no cost, so that all training in this field for the entire fiscal year represented complete savings to the Agency. Any doubts I may have had a year ago, in recommending doing away with that activity and space and personnel on the premise that we could handle it otherwise, are now allayed.

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3. [] dropped in to ask me to meet with Joseph Smith, the AMA educational counselor particularly concerned with the [] program. After talking with Mr. Smith, it is easy to identify straws in the wind pointing to a conclusion that AMA is not yet being swamped with applicants from Government agencies for this special program. Until Bob [] takes and reports on the second phase of the program I don't believe we should put any additional candidates in it. Mr. Smith respects our position.

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4. A final briefing is scheduled for Friday, 12 June 1959, for the three Agency participants in the [] Summer Seminar.

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5. [], TSS, who is currently engaged in a two and one-half year full time program at MIT, dropped in during the past week and gave us a report on his progress. He is scheduled to complete his program at the end of the Fall semester. At that time, he will receive his Ph.D. in Physical Chemistry. All of his grades received thus far have been "excellent".

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6. Arrangements have been made with [] for [] to talk to the OC students at [] on Monday, 15 June 1959. [] have recommended that we alter our original policy of authorizing official travel so as to pay for three round trips any time during the 24 week period in order to permit [] to schedule personal autos for off-base problems. This proposal was favorably accepted and will be in effect for this and all future OC groups. [] will explain the new policy to the students and also settle travel claims at that time.

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7. This week we began using vouchered funds in connection with external training programs. We had a meeting with individuals in the Fiscal Branch regarding procedures to be followed. We will use vouchered funds in all cases except when security [] factors are involved.

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8. We are looking over the publications carefully to make a good showing in the exhibit [] has planned. [] and I are keeping close contact on DTR's particular interest in publications under her cognizance, as well as the more newsworthy efforts of others.

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9. Personnel-wise, we have [] on a week's leave, [] in full-time training, and [] in part-time training. So I'm doubly pleased to get [] back again as a summer employee. He's pretty solid as an 18-year old, and for the third year declares his interest in eventual employment with the Agency. With an avowed determination to seek an M.A. at Chicago in International Relations I think Ricky should get the opportunity while here, even though he claims only a "B" average ability, to meet with the JOT officials and possibly [] as a former U. C. man.

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10. [] ONE, is currently using one of our typewriters to prepare a draft of his thesis. [] is completing a year of study, principally at the Library of Congress, at ONE request. As soon as our other summer employee reports, Matt will take up residence in [] area while the crew is away from there.

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DDS

11. During the week 3 June - 9 June 1959, there were 699 persons enrolled in OTR conducted training. The breakdown for enrollment is:

130 enrolled in 21 classes (12 languages) voluntary
256 enrolled in 34 classes (14 languages) internal
158 enrolled in 6 Intelligence School courses
91 enrolled in 6 Operations School courses
26 enrolled in 2 area courses
32 from other Government agencies
6 Dependents

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